

The University of Akron
Classification Specification

Job Title:	Athletics Facilities Worker	Job Code:	45274
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	5/11

Job Summary:

Assist with the management and the performance of semi-skilled and skilled tasks regarding the cleaning and sanitizing of Athletics' buildings and playing venues. May supervise student employees, co-operative program student workers and contracted campus and local community organizations that would perform daily and event cleaning and recycling tasks.

Essential Functions:

50% Plan, direct, assign, schedule and perform semi-skilled and skilled work that includes the additional daily cleaning of Athletics' buildings and playing venues during routine and irregular hours. Maintain the cleaning plan for all Athletics' home games and university events and non-university rentals conducted in all Athletics' facilities. Coordinate cleaning schedule with university building service and trade technicians during the routine week and events conducted during irregular hours.

30% Supervise, schedule, provide training and assist in the hiring of student employees, co-operative program student workers and contracted campus and local community organizations that would perform daily and event cleaning tasks. Implement and perform tasks pertaining to the university recycling and sustainability program for both daily and event operations.

15% Implement and maintain processes for cost estimates, work procedures, equipment and supplies inventory. Record the daily and event work log. Assist with preparation of Athletics' annual custodial student payroll and supply budget. Perform daily and weekly building inspections both independently and with supervisor. Assist with the monitoring of Athletics' building security and utilities usage. Perform other duties as assigned.

5% Represent the Athletics' Facilities and Operations Office at various department meetings and event planning sessions. Communicate information, offer assistance, solve problems and build positive relationships with all Athletics and university department staffing, student employees and non-university groups.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Valid Drivers License.

Experience:

Requires a minimum of 6 months experience in performing light trades maintenance (electrical, carpentry, plumbing etc.) and ability to operate small machinery and tools. Basic word processing, spreadsheet and database skilled required. Ability to communicate both technical and non-technical information to colleagues, students, campus community and off campus groups and vendors required. Ability to work independently in completing work required. Supervisory experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Extremely strenuous, with frequent physical exertion such as the lifting of very heavy items (more than 75 lbs.), deep bending, crawling, climbing and/or working in difficult or cramped positions for extended periods (more than 1/3 of the time).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.